

SAMPLE LETTERS FOR OWNERSHIP CHANGE

Sample for “Seller” (old owner)-

ATTN: Applicant Services Unit

This letter is to inform Bright from the Start that the facility known as _____ (Former Facility Name) _____ located at _____ (Full address) _____ is being/has been sold/ transferred to _____ (New owner’s name/ corp.-LLC, if applicable) _____. This change of ownership occurred/will occur on _____ (official date of change) _____.

Signature of former owner

Date

Sample for “Buyer” (new owner)-

ATTN: Applicant Services Unit

This letter is to inform Bright from the Start that the facility known as _____ (Former Facility Name) _____ located at _____ (Full address) _____ is being/has been purchased by/ transferred to _____ (New owner’s name/ corp.-LLC, if applicable) _____. The name of the facility will be _____ (New name, if different) _____. This change of ownership occurred/will occur on _____ (official date of change) _____.

Signature of new owner

Date